

PRLS DESIGNATED AGENT APPLICATION

RE 256 (Rev. 01/14)

GENERAL INFORMATION

❖ Please read RE 254 and information on pages 3 and 4 before completing this application.

❖ Type or print clearly in ink.

1. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

2. MAILING ADDRESS (STREET ADDRESS, CITY, STATE, ZIP CODE)

3. DO YOU RESIDE IN CALIFORNIA?

☐

YES

☐

NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH BRE.

4. BUSINESS TELEPHONE

5. RESIDENCE TELEPHONE

6. SOCIAL SECURITY NO.
(see *Privacy Notice*)

7. BIRTH DATE

8. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

☐

NO

☐

YES

IF YES, LIST NAME(S) USED.

9. HEIGHT

10. WEIGHT

11. EYE COLOR

12. HAIR COLOR

13. GENDER

☐

M

☐

F

14A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN ANY STATE, INCLUDING CALIFORNIA?

☐

NO

☐

YES

IF YES, COMPLETE 14B – 14D.

14B. TYPE OF LICENSE

14C. EFFECTIVE DATE

14D. IDENTIFICATION NUMBER

15A. HAVE YOU EVER BEEN A PRLS DESIGNATED AGENT?

☐

NO

☐

YES

IF YES, COMPLETE 15B – 15C.

15B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION

15C. DATES EMPLOYED (*FROM—TO*)

BRE USE ONLY

IDENTIFICATION NUMBER

EFFECTIVE DATE

EXPIRATION DATE

VIOLATION

PRINTS SENT

COPY TO PRLS CONTRACT REVIEWER

PROCESSOR'S NUMBER

COMMENTS

BACKGROUND INFORMATION

Carefully read and provide detailed and accurate answers to questions 16-22 below. You must provide a "yes" or "no" response to all questions. Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

16. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. IF YES, COMPLETE ITEM 23** ☐ YES ☐ NO
17. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? **IF YES, COMPLETE ITEM 23**..... ☐ YES ☐ NO
18. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), CERTIFICATE OR PERMIT, IN CALIFORNIA, OR ANY OTHER STATE OR FEDERAL LAW? **IF YES, COMPLETE ITEM 24**.. ☐ YES ☐ NO
19. ARE THERE ANY DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS, PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, OR PERMIT YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 24**..... ☐ YES ☐ NO
20. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 23**..... ☐ YES ☐ NO
21. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 24**..... ☐ YES ☐ NO
22. HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLU CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? **IF YES, COMPLETE ITEM 23**..... ☐ YES ☐ NO

CONVICTION DETAILS

"Convicted" as used in Item 16 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. All convictions must be disclosed, no matter how long ago they occurred, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned. Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

23. DETAILED EXPLANATION OF ITEM 16, 17, 20 AND/OR 22. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 25.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) **CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.) ***DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
23A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
23B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
23C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

24. DETAILED EXPLANATION OF ITEM 18, 19 AND/OR 21. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 25.

24A. TYPE OF LICENSE	24B. LICENSE ID NO.	24C. LICENSE EXPIRATION DATE	24D. STATE
24E. ACTION (revoked, etc.)	24F. DATE OF ACTION	24G. DATE ACTION TERMINATED	24H. CODE SECTION VIOLATED

25. **ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO.** (ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.)

DESIGNATED AGENT CERTIFICATION

I certify under penalty of perjury that the answers and statements given in this application are true and correct.

26. SIGNATURE OF APPLICANT

27. DATE



READ AND RETAIN FOR FUTURE REFERENCE

General Information

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Designated Agent Information

A designated agent may only supervise PRLS activities at one location licensed by the PRLS individual or corporation.

To supervise at a different location the PRLS licensee must notify the Bureau of the change within five days.

Completion Information

All questions on page 2 must be answered and fully explained. **Insufficient or no explanations will result in a significant delay in processing this application.**

FINGERPRINT REQUIREMENT

One set of classifiable electronic fingerprints is required from every license applicant. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

Fees

Designated agent applicants who reside in California will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service

provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees and hours)

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by checking the Web site of the California Department of Justice at <http://ag.ca.gov/fingerprints/publications/contact.php>. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

Out-of-State Applicants

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the Designated Agent Application. The \$49 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

Mailing Information

MAIL TO: Bureau of Real Estate
P.O. Box 137000
Sacramento, CA 95813-7000

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV
1651 Exposition Blvd. Licensing, Examinations, & Education
Sacramento, CA 95815 Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or

any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).